2-Line Speakerphone 882
Personal Information Center

User's
Manual
Part 2

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Introduction

2-Line Speakerphone 882, Personal Information Center

The 2-Line Speakerphone 882, Personal Information Center has been designed to meet standards for convenient, reliable service. To get the most from this telephone, please read this manual carefully. It explains in simple steps how to install, use and care for this 882 phone.

You can use the phone as a personal directory, storing names with phone numbers and other important information. The 882 also provides a calendar to assist in time management.

The 882 has unique keys that make setting up your directory or using other functions very easy. It is important to understand how to use these keys - especially the Cursor Control and the Soft Keys - so you can perform these functions successfully. The Cursor Control moves to a location where you will type in your information. (See page 7 for further explanations of the 882 keys.)

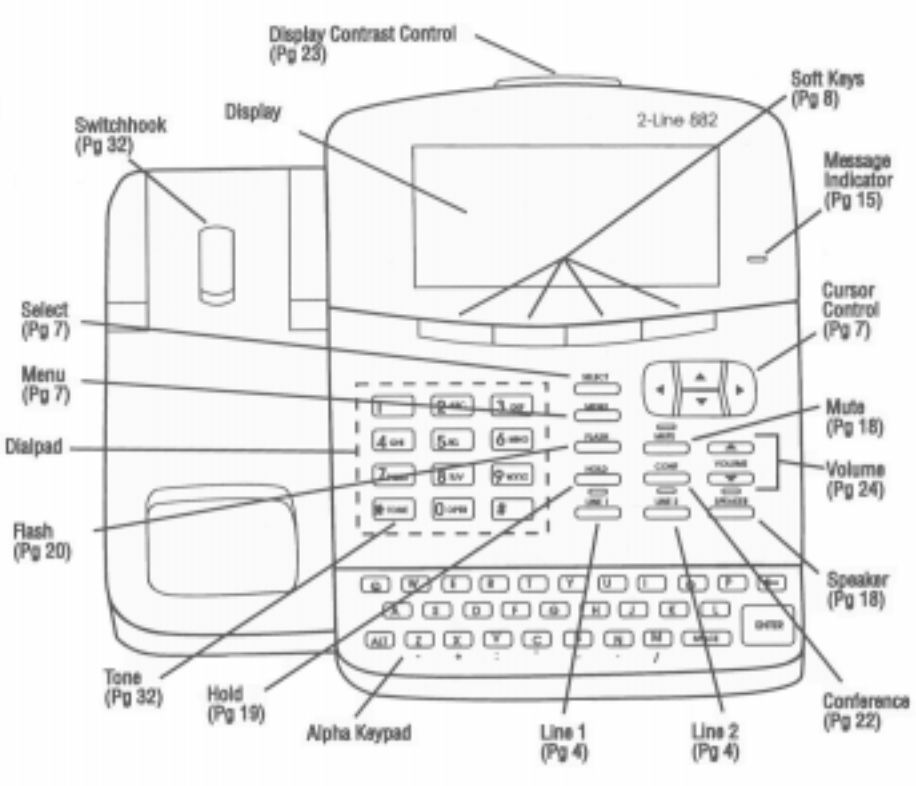
If you subscribe to Caller ID service from your local telephone company, your 882 makes using this service more convenient. The 882 displays the name and number of the calling party after the second ring and keeps a log of the calls.

Caller Identification Service is provided by your local telephone company. There is a fee for this service and it may not be available in all areas. This product cannot identify calls from areas not served by your local telephone company. It can display information only if both you and the caller are in areas offering Caller Identification Service and if both telephone companies use compatible equipment.

The 882 provides you with the following telephone features:

Speakerphone for hands-free talking
Speakerphone Volume Control
Enhanced Handset Volume Control
Ringer Volume Controls
Redial Log (DiLog) of last five numbers dialed
AutoDial, Hold, Mute
Keyboard for easy entry of names and information
Personal Directory for storing names, numbers and information
Calendar/Reminder for storing 50 timed reminders
    Alerts you when reminders occur
Call Identification stores records of 64 incoming calls
    Dial any number from Incoming Call Log

Features


Display Contrast Control
(Pg 23)
Soft Keys
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Display
2-Line 882
Message
Indicator
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(Pg 32)
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Alpha Keypad
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Installation

Page

2 Parts Checklist

3 Installing Batteries

4 Connecting the Phone

6 One Phone Number Operation

7 Getting to Where You Want to Go

9 Using the Menus

SECTION

1

This Personal Information Center phone may operate differently from other telephones you have used. Read this section carefully to become familiar with the many unique features of the 882.

Getting Started at a Glance

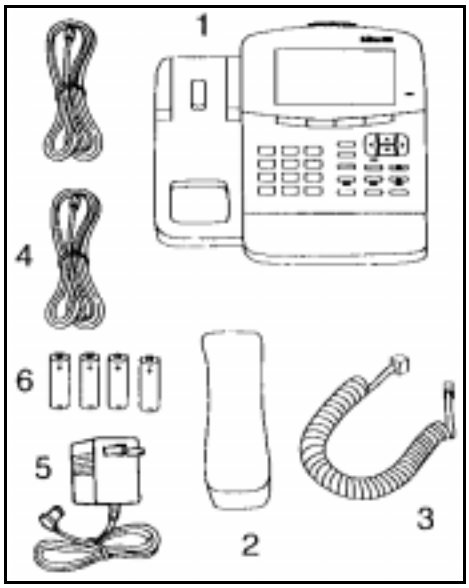
- Installing batteries and connecting the phone.
- Getting around the system.
- Setting the clock.
- Entering your area code and phone numbers.

Installation

1 Every 882 telephone should include the following components:

1 Telephone
2 Handset
3 Coiled handset cord
4 (2) 7' line cords
5 AC power transformer
6 4 AA heavy duty batteries

NOTE: Remove the labels on the handset and the display before using the phone.



DIAL MODE
This telephone has a push-button dial which will work with tone or dial pulse (rotary) telephone service. Even when set to dial pulse service, the phone can be switched temporarily to tone for access to services that require tone signaling, including some tone-activated computer systems.

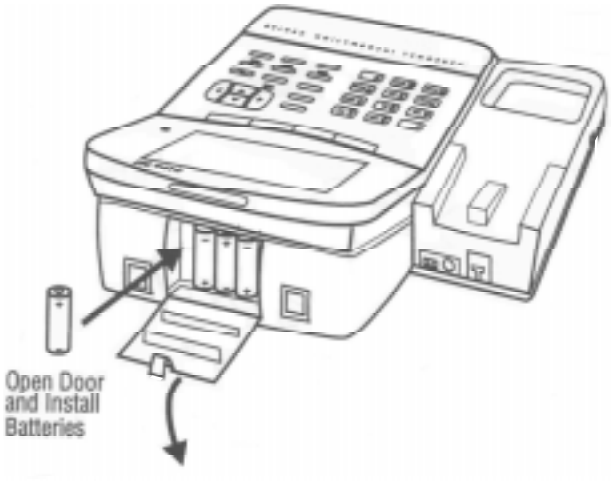
This telephone is hearing-aid compatible.

Check the list to make sure you have all the correct parts included with the telephone. You should save your protective packaging materials to reuse if you move or need to ship the telephone.
We have provided all necessary parts. However, if you need additional parts to modernize or expand your telephone wiring, we offer a complete line of accessory products - including jacks, cords and adapters - to make any job quick, safe and inexpensive. Ask for them where you purchased your 882, or call 1-800-722-9125.

Installation

1 Install Batteries

Install Batteries



DO NOT UNPLUG AC POWER WHILE CHANGING BATTERIES.
The phone may lose information stored in memory if there is no AC power while installing batteries.

When replacing the batteries insert four heavy duty AA batteries.
Always use four new batteries

NOTE: The phone WILL NOT WORK without AC power.

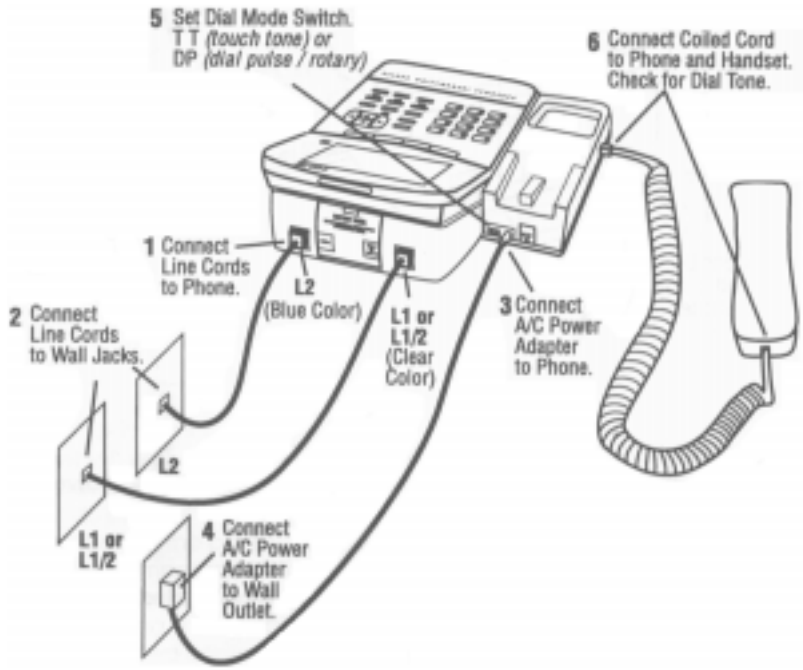
1

2 Connect Line Cords and AC Power

Telephone Jacks and Lines

This phone is designed to work with two telephone lines. In some homes, both lines are wired into the same jack. If you are not sure if your jack is wired for two lines (two different phone numbers from one jack), perform the modular jack test on the opposite page.
If you have two different phone numbers coming from one jack, you're all set to proceed with installing the line cords and AC power.

Connect Line Cords and AC Power


5 Set Dial Mode Switch.
T T (touch tone) or
DP (dial pulse / rotary)
6 Connect Coiled Cord to Phone and Handset. Check for Dial Tone.
1 Connect Line Cords to Phone.
L2 (Blue Color)
L1 or L1/2 (Clear Color)
3 Connect A/C Power Adapter to Phone.
2 Connect Line Cords to Wall Jacks.
L2
L1 or L1/2
4 Connect A/C Power Adapter to Wall Outlet.

You should install the phone within 7 feet of both jacks. If either jack is more than 7 feet away you'll need a longer line cord.

Modular Jack Test

If you know the type of modular jacks you will be using, this test is not necessary.

1 Plug the line cord, with the clear modular plugs, into the jack labeled **L1 or L1/L2** on the back of the phone. Plug the other end into the modular jack you intend to use.

1 Connect coiled cord to phone and handset and hang up.

2 Pick up the handset. You are on Line 1. Listen for a dial tone, then press **LINE 2** and listen again.

- If you hear a dial tone on both lines, the jack you've chosen is wired for two lines (two different phone numbers coming from one jack). You should follow directions for two-line jack.

- If you hear a dial tone on only one line, the jack has only one line. Locate the jack for your other line. You should follow directions for two separate jacks.

Connect Line Cord for a Two-line Jack	**Connect Line Cords for Two Separate Jacks**
1 Use the line cord with the clear modular plugs. **2** Connect one end of the line cord to the **L1 or L1/L2** on the back of the phone. **3** Connect the other end to the wall jack.	You will use both line cords. **1** Connect cord with clear plugs to **L1or L1/L2** on back of phone. **2** Connect cord with blue plugs to **L2** on back of phone. **3** Connect line cord with clear plug to jack for Line 1. **4** Connect line cord with blue plug to jack for Line 2.

If you have only one phone number, you can have another line installed. If you prefer to have both lines in the same jack, you can have a two-line RJ-14 installed.

3 Setting Up the Phone

When the phone is first plugged into the power plug, the "Set-Up" menu will appear. **You may have to adjust the Display Contrast.** (see page 23)

Setting the Clock

1. **SELECT** "Set Clock" from the Set-Up menu.
2. Enter the time then **A** for AM or **P** for PM.
3. Press ▼.
4. Enter the current date.
5. Press ▼.
6. When you are done press the soft key below ***Done.***

Entering Your Home Phone Numbers

1. Highlight "Enter Home Phone Numbers".
2. Press **SELECT**.
3. Enter your 3 digit area code, then press . ▼
4. Enter the phone number for Line 1, then press . ▼
5. Enter the phone number for Line 2, then press . ▼
6. Press the soft key below ***Done.***

Determining Line 1 and Line 2

If you have a two-line jack follow the procedure below to determine which line is Line 1 and Line 2.

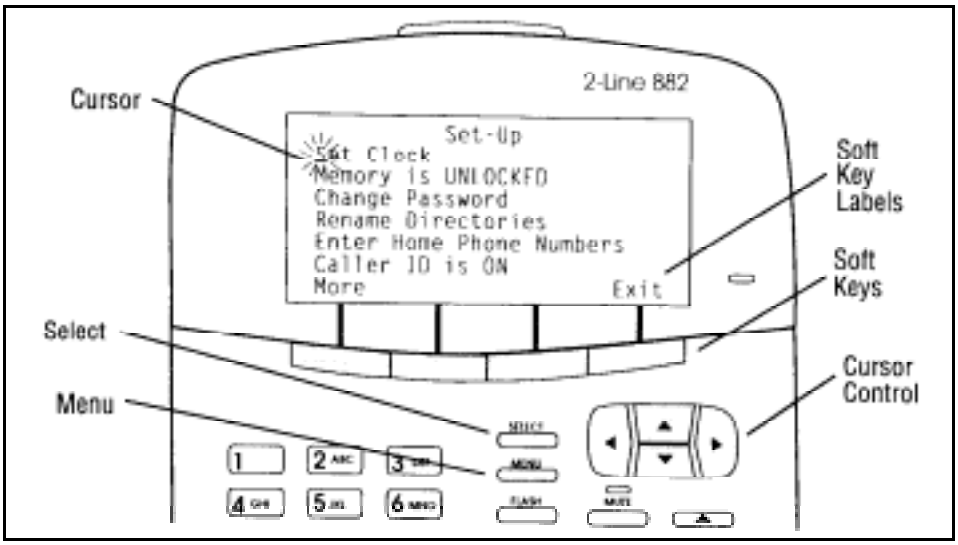
- Press **LINE 1** and call one of your phone numbers.

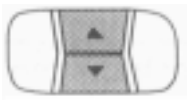
  If you hear a busy signal, Line 1 is the number you called. If Line 2 rings, it is the number you called.

One Phone Number Operation

If you have only one telephone number make line choice MANUAL.

1. Highlight "Line choice is".
2. Press **SELECT** to alternate between AUTOMATIC and MANUAL.
3. Press the soft key below ***Done*** when you are done changing settings.



Cursor	A blinking character or light character on dark background showing what choice an action would act on.
Cursor Control	 Moves the cursor to the next or previous item on a display. While viewing a menu, moves to the next or previous display. While adding or editing information, moves one character left or right
MENU	Opens and closes the 882's Main Menu.
SELECT	Chooses highlighted information or alternates between two choices.
Soft Key Labels	These commands (functions) change depending on what action you are performing, or what the phone is doing.
Soft Keys	Press these soft keys to activate the commands.

1

Soft Key Labels

Below is the chart listing the soft key labels and what each one does. These labels appear on a display depending on what activity you are performing or what the phone is doing.

Label	What it does
Add	lets you add an entry to the highlighted choice.
ADial	repeatedly redials a phone number that is busy or not answered and requires pressing SPEAKER or lifting the handset when the far-end answers. (see page 22)
Back	shows the previous display.
Cancel	cancels changes you have made.
Dial	dials number highlighted on the display.
DiLog	displays the Re**Di**al **Log** on the display. (see page 21)
Done	saves information and returns to previous display.
Edit	lets you edit information on the display.
Exit	leaves an operation and returns to telephone display.
InLog	displays the **In**coming Call **Log** on the display. (see page 39)
More	displays the next menu display, for those menus with more than one menu. (see page 11)
Refer	lets you view information for numbers in your ReDial Log (DiLog). (see page 21)
Remind	displays the month, beginning with the current month. Use ◀ and ▶ to move back or forward to other months. (see page 35) Add reminders from Calendar View display.
Remove	erases the highlighted item on the display.
Review	lets you view items in a highlighted category.
RmAll	allows erasing of entire InLog, or Directory.
SetUp	lets you customize the phone.
Timer	turns the timer ON and OFF. (see page 20)

Using the Menus

1

Menus

A menu is a list of choices.

Parts of a Menu

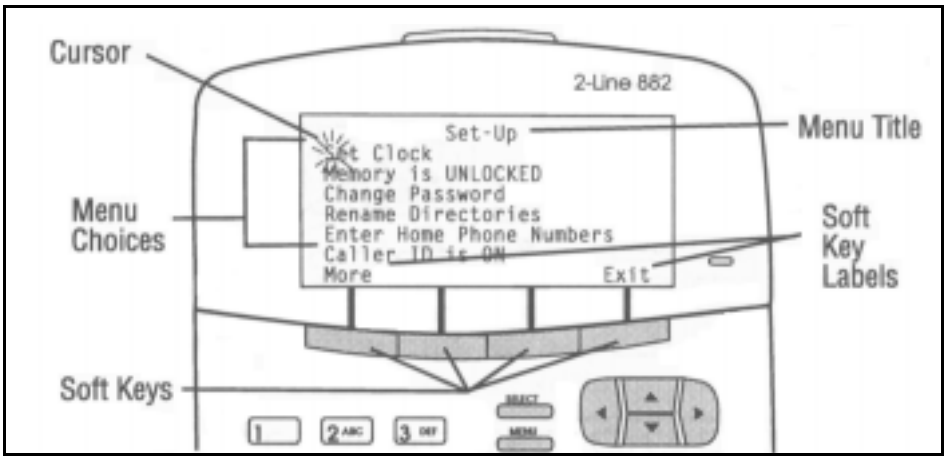
- The top line of a menu is its title.
- The next six lines are its choices.
- The bottom line contains up to four labels for the ***"Soft Keys"*** that are directly below the display. These labels are for different actions, which vary by menu.

Cursor

A blinking or reverse video character indicating your location on a menu. When the cursor is on a choice it is "highlighted". The highlighted choice can be acted on in different ways, depending on the menu.

Reverse Video

Information displayed with a shaded or dark background and light letters.



- Press **SELECT** to view the menu for the highlighted choice.
- Press one of the ***"Soft Keys"*** to produce its label's action. For example, press the soft key below ***Dial*** to dial the highlighted phone number, or ***Add*** to open the display that lets you add a new directory entry.

1

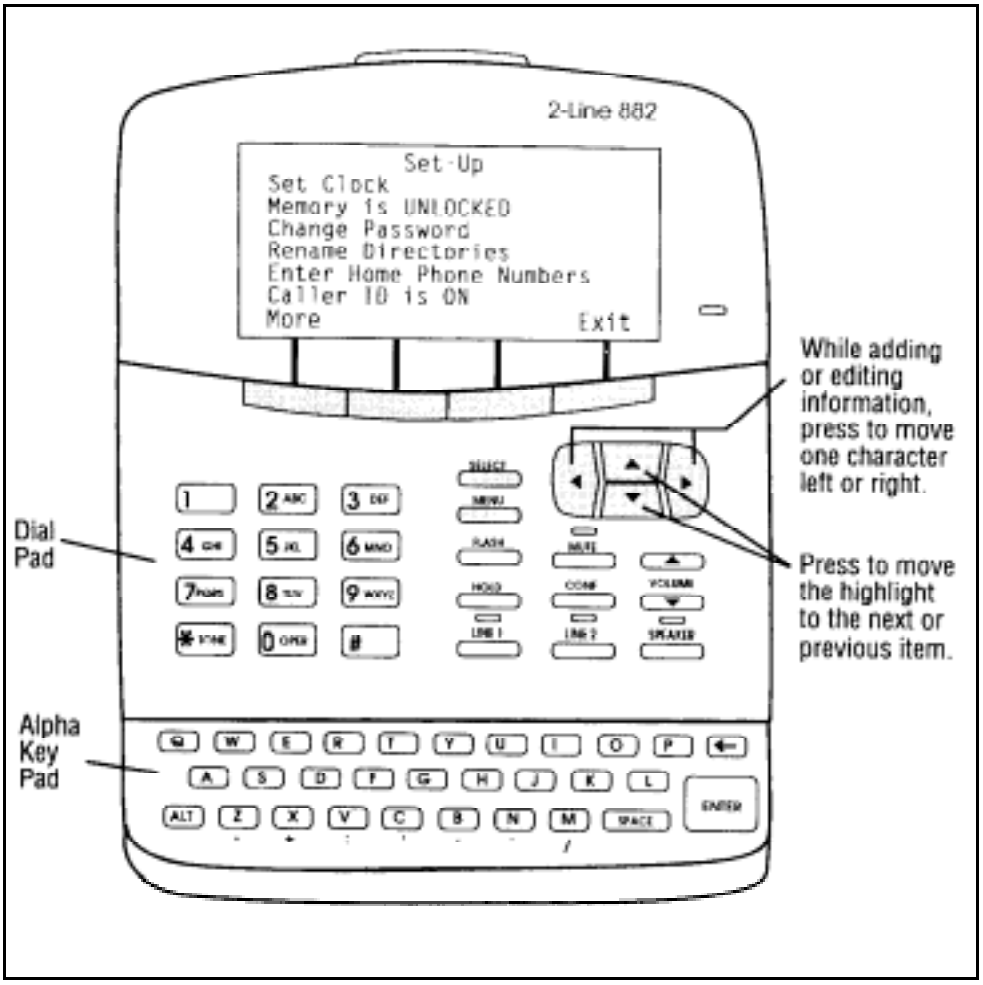
Add/Edit Displays

Some displays are for adding or changing information. On these displays, you:

- Type information for directory entries and reminders using the alpha keypad or the dial pad.

OR

- Press **SELECT** to alternate between two choices. Choices that let you alternate are in "Reverse Video" or all capital letters.



Using the Menus

Menu Items

When a menu has more than 6 selections, or if there is a second display, ***More*** appears at the bottom of the display. This indicates the display continues to a second display.

Press the soft key below ***More*** to view the second display. On the second display ***Back*** replaces ***More***. Press ***Back*** to return to the first display.

Choosing a Menu Item

1 Use the ▲ or ▼buttons to move the cursor to highlight an option.
2 Press **SELECT** or one of the soft keys.

Main Menu

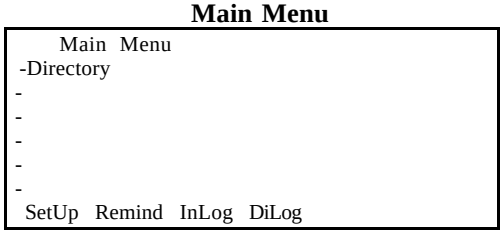
The Main Menu lets you view different directories.

- Press **MENU** to view the Main Menu.
- Press **SELECT** to select the choice you have highlighted. The screen for that directory will appear. You will then be able to add or select individual entires.
- Press **MENU** again to exit from the Main Menu to the regular phone display.

The soft keys available on the Main Menu are:

SetUp customize phone features
Remind display the Calendar for the current month and add and review reminders.
InLog view **In**coming Call **Log.** (see page 40)
DiLog view the Re**Di**al **Log.** (see page 21)

Main Menu



Using the Menus

1

Set-Up Menu

After you install the batteries and connect all the cords, use Set-Up to customize some of the phone's features. You can customize the 882 at any time.

Viewing the Set-Up Menu

1 Press **Menu**. Main Menu appears.
2 Press the soft key below *SetUp*.
The Set-Up menu appears.

Moving Around Menus

- Press ▲ or ▼ to move among choices.
- Press ***More,*** or ▶ to view second menu.
- Press ***Back,*** or ◀ to view first menu.

Set-Up Menu 1

```
    Set-Up
Set Clock
Memory is UNLOCKED
Change Password
Rename Directories
Enter Home Phone Numbers
Caller ID is ON
More          Exit
```

Set-Up Menu 2

```
    Set-Up
Button Tone is ON
Removal Confirm is ON
Prefered Line is LINE 1
Line Choice is AUTO


Back          Exit
```

Operation

Page

15 Light Indicators

16 Making a Call

17 Answering a Call

18 Using the Speakerphone

18 Using Mute

19 Using Hold

19 Switching Between Lines

20 Using Flash

20 Monitoring the Length of a Call

21 Using Redial

22 Using ADial

22 Using Conference Call

23 Adjusting the Display Contrast

24 Adjusting the Ringer and Handset Volume

SECTION

2

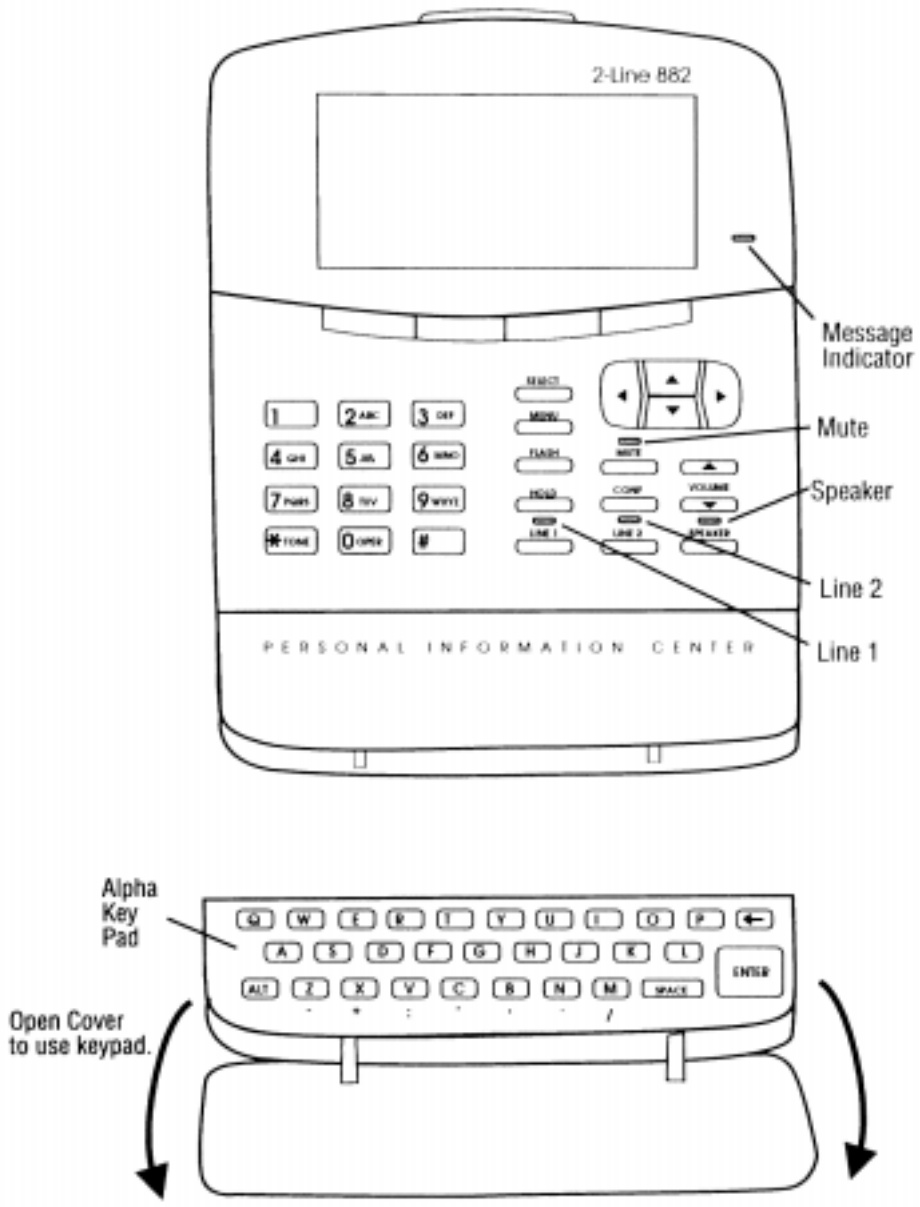
This Personal Information Center phone may operate differently from other telephones you have used. Read this section carefully to become familiar with the many unique features of the 882.

Operation at a Glance

- Making and answering a call.
- Using speakerphone, conference calling, hold and redial.
- Using the Personal Directory, see page 25.
- Making a conference call.
- Switching between lines.
- Adjusting ringer and handset volume.

Operation

2


2-Line 882
Message Indicator
Mute
Speaker
Line 2
Line 1
PERSONAL INFORMATION CENTER
Alpha Key Pad
Open Cover to use keypad.

Light Indicators

Light	Activity	Meaning
LINE 1	Yellow-green and flashing	The line is ringing.
or	Red and flashing	The line is on Hold.
LINE 2	Red and on steady	The line is in use at this phone or another phone.
Message	ON	There is Caller ID or Reminder information on the display. or There can be information on the display about one of the events in the "Telephone Displays" table below.

Telephone Displays

When the display is not being used for the Directory, Reminders, Calendar, Redial Log or Incoming Call Log, one of the "normal" phone displays appears. These displays have the time and date on the top line and soft key labels on the bottom line. There are also indications about the following things that appear on the display:

Message	What it means
Low Battery	The batteries need to be changed. Replace the batteries promptly to prevent memory loss. See page 3.
Ring 1 OFF Ring 2 OFF	You can make or answer calls when the ringer is OFF. The yellow-green LINE IN USE light for the ringing line still flashes. Other phones on this line will still ring. When ringer is OFF, the message light does not come on. See page 24.
No Line 1 No Line 2	The phone lines may be disconnected or not working properly. Check the connections and look at the "In Case Of Difficulty Section" on page 47.
Message	If you subscribe to Message Waiting service "Message" appears when you have a message. In some areas Message Waiting is known as Voice Messaging or Voice Mail.

Operation

Making a Call

2

You can make a call from the dial pad or by pressing *Dial* on the directory, DiLog or InLog displays. Pages 21 and 22 explain in detail how to make a Redial or ADial call. Sections 3 and 5 explain how to dial numbers from the directories or InLog.

When you make a call, the "Preferred Line" is always selected when both lines are free. If you did not change this setting in Set-Up, the preferred line will be the line connected to Line 1 on the back of the phone.

Making a Call from the Dial Pad

1. Lift handset or press **SPEAKER**.
   Override Automatic Line Selection:
   Press **LINE 1** *or* **LINE 2.** *Pressing the line button turns on the speakerphone. You can then lift the handset if you wish.*
2. Dial the number from the dial pad. You can insert a hyphen, pause or wait by pressing the space bar on the alpha pad once for a hyphen, twice for a 3-second pause, and 3 times for a 30 second wait.

Making a Call From a Directory, DiLog or InLog

Using Dial

1. Locate the display where the number you want to dial appears.
2. Use the ▲ or ▼ buttons to highlight the number.
3. Press the soft key below ***Dial***. The label changes to *ADial*. The speakerphone indicator comes ON and the phone begins to dial the number after a few seconds.

Using ADial

This feature repeatedly dials a highlighted phone number, if busy. See page 21 for further information on ADial.

1 Do not lift the handset or press **SPEAKER**.
2 Locate the display where the number you want to dial appears.
3 Use the ▲ or ▼ buttons to highlight the number.
4 Once the number is highlighted, press the soft key below ***Dial***. The label changes to ***ADial***.
5 Immediately press the soft key below ***Adial***.

Answering a Call

When you answer a call, the phone automatically selects the ringing line if line choice is Automatic (see page 46).

Each line has a different ringer tone to signal an incoming call. The yellow-green LINE IN USE indicator flashes when that line receives a call. The red LINE IN USE indicator is ON if the line is in use at this phone or another phone.

- Lift handset or press **SPEAKER.**
  If Line choice is AUTO the ringing line will be answered.
  If Line choice is MANUAL, you must press the line button to answer the non-preferred line.

> **NOTE:** If you subscribe to Caller Identification Service, Call ID information is sent to the phone between the first and second ring. See pp 38-41 for Caller ID information.

Speakerphone for Hands-free Conversation

You can use the speakerphone to make or answer a call. The SPEAKER light is ON when the speakerphone is in use. During a call you can switch back and forth from handset to speakerphone as often as you like.

Using SPEAKER

1. Press **SPEAKER** to turn on the speakerphone. Pressing **LINE 1** or **LINE 2** when the phone is not in use turns on the speakerphone.
2. Press **SPEAKER** again to hang up.

NOTE: Whenever the speakerphone light is ON, you can hang up the handset without disconnecting your call.

Adjusting Speaker Volume

- Use the volume buttons to adjust the speaker volume when you are using the speakerphone.

Mute

The Mute feature turns off the microphone so the person at the other phone cannot hear you. When Mute is ON, the MUTE light is ON. Mute is automatically cancelled when you hang up, put a call on Hold, change lines, or switch from handset to speakerphone or speakerphone to handset during a call.

Using Mute

1. Press **MUTE** for privacy so the other person cannot hear you. The Mute light is ON.
2. Press **MUTE** again to resume your telephone conversation.

Hold

When a call is on hold, the red LINE IN USE light for the line flashes.

Putting a Call on Hold

- Press **HOLD** to keep a call on the line when you place the handset back in the cradle. Nothing you or the other person says can be heard.

Taking a Call Off Hold

- Press line button.
  OR
- Lift handset of another phone on the same line.

> **NOTE:** If the other party hangs up Hold may be cancelled.

Switching Between Lines

Whether you are using the handset or the speakerphone, use the HOLD feature to switch back and forth between the lines. Below is an example.

Switching Between Lines

Example: You are using Line 1, Line 2 rings.

1. Press **HOLD** to hold Line 1.
2. Press **LINE 2** to answer the other call.
3. Press **LINE 1** to hang up Line 2 and return to your first call.
   OR
   Press **HOLD** to hold Line 2, and press **LINE 1** to return to your first call.

Operation

Flash

The Flash feature is useful if you have subscribed to custom calling services from your local telephone company. You press FLASH instead of pressing the switchhook to activate services such as call waiting or 3-way calling. You still have to dial the codes provided by your local phone company.

2

Using Flash

- Press **FLASH,** instead of the switchhook, when using custom calling services.

Temporary Tone Dialing

If you have rotary service, you can change from pulse to tone dialing during a call by pressing *. This is useful if you need to send tone signals for access to telephone banking or long-distance services.

Example Using Temporary Tone Dialing

1. Dial a number.
2. Press and release *. All keys pressed after this will send tone signals.
3. After you hang up, the phone automatically returns to rotary service.

Digits pressed after * will not be stored in Redial.

Monitoring the Length of a Call

The built-in timer allows you to measure elapsed time. The phone displays time in minutes and seconds and automatically stops when you hang up.

Using the Timer

- Press the soft key below ***Timer*** to start the Timer.
- Press the soft key below ***Timer*** to stop the Timer.

Redial

You can dial the last number you called by pressing *Dial* after lifting the handset or pressing SPEAKER. The last five numbers dialed are stored in the Re**Di**al **Log** (DiLog). At the top of the display appears the most recent number you dialed. Numbers you dial from directories or from the dial pad appear in the DiLog. The phone displays the numbers dialed from a directory by the name and phone number type you entered for that entry.

Dialing the Last Number Dialed

1. You may lift the handset or press **SPEAKER.**
2. Press the soft key below ***Dial.***

Dialing a Number from DiLog (redial list)

1. Press the soft key below ***DiLog.***
2. Use ▲▼ to highlight the number you want to dial.
3. You may lift the handset or press **SPEAKER**.
4. Press the soft key below ***Dial***.

Using ADial when Making a Redial Call

Last Number Dialed	From Redial List
1 Do not lift the handset or press **SPEAKER**.	**1** Do not lift the handset or press **SPEAKER**.
2 Press the soft key below ***Dial***. The label changes to ***ADial***.	**2** Once the number is highlighted, press the soft key below ***Dial***. The label changes to ***ADial***.
3 Press the soft key below ***ADial***.	**3** Press the soft key below ***ADial***.

Erasing a Number in DiLog

1. Press the soft key below ***DiLog.***
2. Use ▲▼ to highlight the number you want to erase.
3. Press the soft key below ***Remove***.

Referring to the Directory Entry for a Number in DiLog

1. Press the soft key below ***DiLog.***
2. Use ▲▼ to highlight the number you want view.
3. Press the soft key below ***Refer***.

ADial

ADial repeatedly redials a phone number. This feature is only available when the handset is hung up and the speakerphone light is OFF. If the preferred line is busy, the phone will use the second line. This phone will dial the highlighted number up to 10 times, or until the phone is answered. If the called line is busy, the phone will redial about every minute. You will hear the number being dialed. When the call is answered, you **MUST** lift the handset or press **SPEAKER** to talk.

Dialing a Number

1. Press the soft key below ***Dial.*** The label changes to ***ADial***.
2. Press the soft key below ***ADial***.

- To cancel automatic redial, press ***ADial*** again or lift the handset or press **SPEAKER.**

Conference Call

You can use both lines at the same time to set up a three-way conference call.

Making a Conference Call

1. Make or answer a call.
2. Press **HOLD**.
3. Call someone on the other line.
4. Press **CONF**.

Ending a Conference Call

- Hang up. All parties will be disconnected.

NOTE: Under certain circumstances, the far-end parties on a conference call might not hear one another clearly.

Conference Call Options

Putting a Conference Call on Hold

- Press **HOLD**. Both lines are on hold.
  When you put a conference call on hold, no one can hear the other people on the call.
- Press **CONF** to release hold.

Talking Privately with One Caller

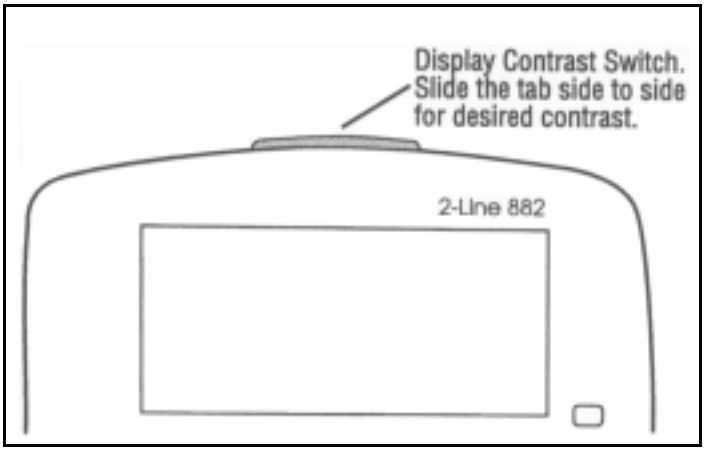
1. Press **HOLD** to place both lines on hold.
2. Press the line button of the person with whom you want to speak privately.
3. Press **CONF** to continue your conference call.

Dropping One Line

- Press the line button of the party with whom you wish to remain talking. The other line will hang up.

Adjusting the Display Contrast

You can adjust the display contrast. The Display Contrast switch is on the top of the phone. Slide the tab sideways to desired level of contrast.



Ringer Volume

The two volume control buttons allow you to adjust the ringer volume up to very loud and down to OFF. You can dial or answer calls normally with either one or both ringers off. When the phone is not in use, pressing these buttons produces a display that allows you to choose the ringer to be adjusted.

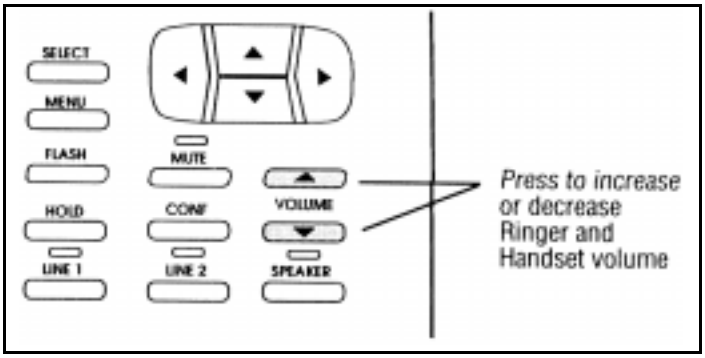
After you choose which ringer you want to adjust and press one of the volume control buttons, you will hear a sample of the current ring level.

Adjusting the Ringer Volume

1. Press one of the volume buttons.
2. If the ringer you want to adjust is not highlighted, press the soft key for it.
3. Use the volume buttons to adjust the ringer. Three beeps indicate the maximum value or OFF.
4. Press ***Exit*** when you are done.

Handset Volume

When you are using the handset, you can use the volume control buttons to adjust the handset volume. The four highest settings are louder than most other phones. Adjust the volume accordingly.



Directory

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27 Renaming Directories

28 Adding and Editing a Name in a Directory

30 Making a Call from a Directory

32 Special Dialing Features

SECTION

3

This section describes how to change directory names, store names in a directory and make calls from your Personal Directory.

Personal Directory at a Glance

- Using your personal directory.
- Changing a directory name.
- Adding, editing and removing a name in a directory.
- Making a directory call.
- Using special dialing features.

Directory

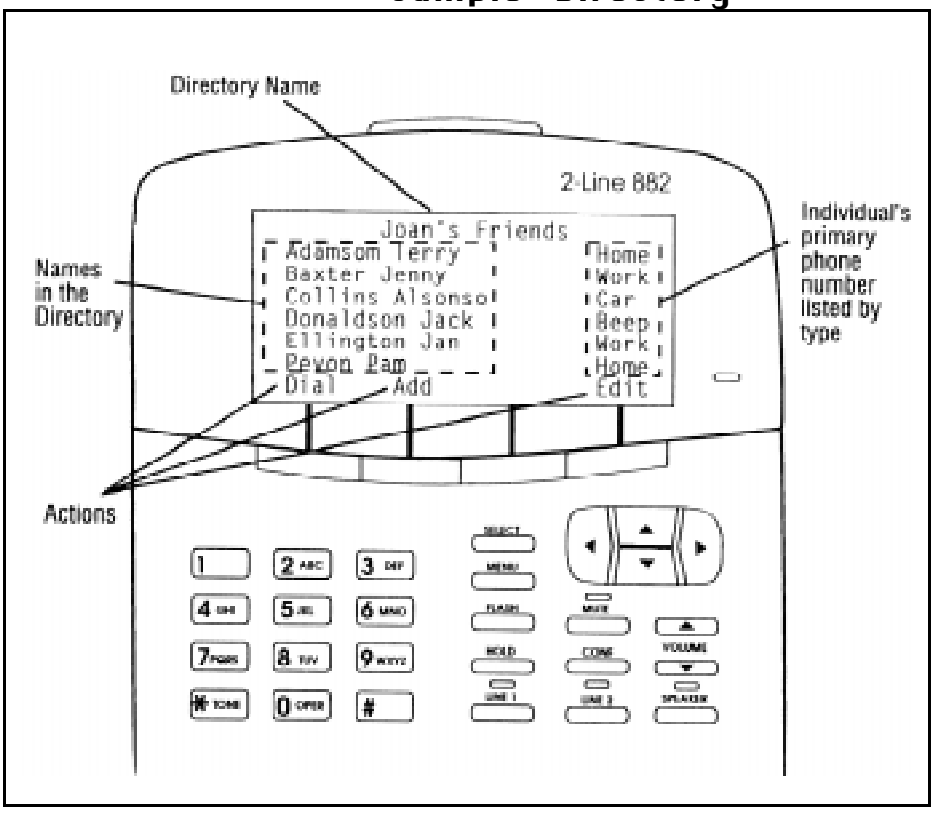
Overview

This 882 telephone is a personal information management system. You can store up to 200 names with phone numbers and other information. You can then dial numbers from these directories with the press of a button.

You can divide the names among six personal directories. Each name can have up to four phone numbers and additional comments stored with it. If you have not been using the phone, when you start typing a person's name, matching names from the directory that was most recently used will appear.

3

Sample Directory



Renaming Directories

You can have up to 6 directories. Use as many or as few as you like. Use the Set-Up menu to change directory names.

Information about directory names

- A directory name can be up to 24 characters.
- The first 4 characters in a directory name appear in the upper right corner of the individual entry displays as an identifier.

Renaming a Directory

1. Press **MENU**. The first page of the Main Menu appears.
2. Press the soft key below ***SetUp***.
3. Press ▼ to highlight "Rename Directories", then press **SELECT**.
4. Use ▲ and ▼ to highlight the directory name you want to change, or the dash (-) where you want to add a name.
5. Type the name.
6. If you want to name another directory, follow steps 4 and 5.
7. When you are done and want to save your changes, press the soft key below ***Exit***. If you do not press *EXIT*, the information will not be saved

   OR

   If you want to cancel your changes, press the soft key below ***Cancel***.

Adding and Editing a Name in a Directory

While putting a name into a directory you can enter up to four phone numbers. You can further identify a phone number by type, such as HOME, WORK, CAR, BEEP, and FAX. The first number is the primary number. The type for this number appears when you view the directory and is dialed when you press *Dial* while viewing the list of names in a directory. You can also enter up to six lines of information for an individual.

Adding a Name

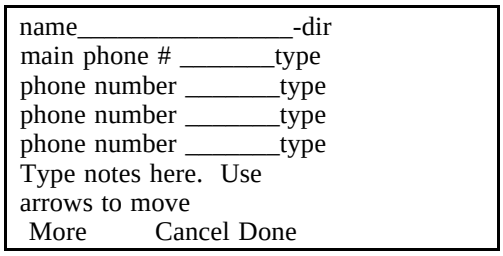
1 Press **MENU**.

2 Highlight the directory where you want to add the name.

3 Press **SELECT**.

4 Press the soft key below ***Add***.

5 Type the person's name on the alpha pad, then press **ENTER** or ▼.



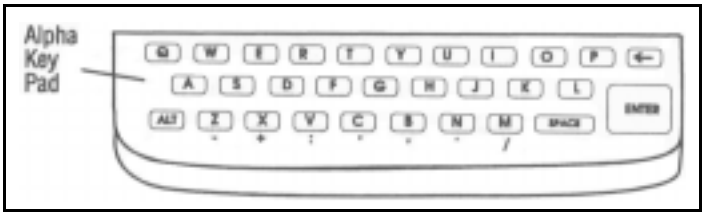
5 Type the person's main phone number from the dial pad, then press **ENTER** or ▼. This is the number that will generally appear with the name.

NOTE: If you want to enter a Pause or Wait as part of the phone number, use the "P" or "W" on the alpha pad.

("Adding a Name" continued to next page)

6 Enter the type for the phone number.
H = HOME W = WORK F = Fax
C = CAR B = BEEPER
You can type another label for the phone number, if you do not want to use the labels provided. Just type all four letters.
If you want to enter more phone numbers for this person repeat steps 5 and 6. You can enter up to 4 phone numbers per person.

Enter any comments. If you want to use any punctuation press **ALT** and the alpha key above the punctuation. If needed, the phone will automatically go to the next display.



7 When you are finished press ***Done***.

Editing a Name

1 Press **MENU**.

2 Highlight the directory with the individual's information.

3 Press **SELECT.**

2 Type the first letter(s) of the individual's name.

3 When the name is highlighted on the display, press **SELECT**. The individual's entry display appears.

4 Press ***Edit***.

Buttons You Use to Edit

Buttons	What they do
▲▼	Moves the blinking cursor from item to item.
◀▶	Moves the blinking cursor left or right on a line.
←	Delete a character.

Removing a Name from a Directory

1. Press **MENU**.
2. Highlight the directory with the individual's information.
3. Press **SELECT.**
4. Start typing the person's name.
5. When the name is highlighted on the display, press **SELECT**. The individual's information is on the display.
6. Press the soft key below ***Remove***.

3

Making a Call from a Directory

There are several convenient ways to make a call from a directory. First you highlight the phone number. From the current directory you can begin to type the name of the person you want to call. The phone will search the current directory and display the first six matches. The first entry is highlighted.

If you are making a call from the current directory, dialing another number for an individual or making a call from another directory, you can use Dial or ADial. ADial repeatedly redials the highlighted phone number, if busy.

Making a Call from the Current Directory

1. Start typing the person's name.
2. When the name of the person you want to call is highlighted and the right type is next to the name, press the soft key below ***Dial***. Dialing will occur in a few seconds.

Using ADial when Making a Directory Call

1. Do not lift the handset or press **SPEAKER**.
2. Once the name of the person is highlighted, press the soft key below ***Dial***. The label changes to ***ADial***.
3. Immediately press the soft key below ***ADial***.

Dialing Another Number for an Individual

1. Once the name of the person is highlighted, press **SELECT** to see the entry for the person.
2. Use ▼ to highlight the number you want to dial.
3. Press soft key below ***Dial***.

Making a Call from Another Directory

1. Press **Menu**.
2. Highlight the appropriate directory and press **SELECT**.
3. Start typing the person's name.
   As soon as you enter a letter, the list of names appears.
   Keep typing letters until you highlight the name you want.
4. When the name of the individual you want to call appears on the display, press the soft key below ***Dial***.

   If you want to dial another number saved for the individual refer to "*Dialing Another Number for an Individual*", *above.*

Special Dialing Features

Dialing Long Phone Numbers

You can store numbers longer than 16 digits in different lines of an entry. Press ***Dial*** when the first part of the number is highlighted. Wait for dialing to stop. Highlight the other line and press ***Dial***.

Entering a Dialing Delay

You can program a pause/delay into a directory number for use with certain banking and long-distance services, or to obtain an outside line when using a business telephone system. To insert a dialing delay in a phone number you are storing, press "P" or a "W" on the alpha key pad.
Each time you press "P", a delay of a few seconds occurs in the dialing sequence. "W" inserts a pause of 30 seconds. While the number is dialing, pressing ***Dial*** during the Wait will cause the Wait to end.

Storing a Temporary Tone

If you have selected the pulse dialing mode, you may store the TONE signal as part of the number. For example, you may store a dialing sequence that includes the phone number you will dial in pulse mode followed by the TONE signal and any additional number you will dial in tone mode.
As you store the dialing sequence in the phone, press **TONE**, on the dial pad, at the appropriate point in the sequence.

Storing a Switchhook Flash

You can use the switchhhook flash to activate custom-calling services, such as call waiting or 3-way calling. You may store a switchhook flash as part of a custom-calling dialing sequence. Press **FLASH,** on the dial pad, at the appropriate point in the sequence. If you program a FLASH into a directory number and the phone doesn't wait long enough for dial tone before dialing, enter a pause after the FLASH. To enter a pause, press "P" on the alpha key pad.

Storing Custom Calling Codes

You can use a directory entry for the codes that activate a custom calling service. Follow the steps to "Adding a Name" on page 28. Instead of typing a phone number, enter the Custom Calling code.

Calendar/Reminder

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34 Creating Reminders

35 Viewing, Adding Editing, and Removing Reminders

SECTION

4

This section describes how to create, view, and remove reminders.

Calendar/Reminder at a Glance

- Creating reminders.
- Using calendar month to check a day's schedule.
- Viewing all reminders.

Calendar/Reminder

Overview

This 882 helps with time management by providing calendar and reminder functions. You can display the calendar a month at a time. The days of the month for which you have reminders will be marked.

You can create reminders, view individual reminders, and remove reminders. You can view/edit/remove a reminder from the same display.

When the time and date of the reminder occur, the phone will beep. If you are not using the directory or other features, the reminder will appear in the display and beep.

You can remove or save reminders from this display. If you remove a weekly, or monthly, or yearly reminder from this display, you are only removing the current instance of it.

4 Creating Reminders

You can create four types of reminders, One-time, Weekly, Monthly, and Yearly. One-time reminders are for individual appointments. Weekly reminders are for regularly-scheduled events, and more than one day in the week can be marked with these reminders. Monthly reminders might be for paying bills. Yearly reminders could be for birthdays and anniversaries.

Information about reminders:

- The phone can store up to 50 reminders.
- A reminder can have up to 3 lines of information.
- Each line of information can have up to 24 characters.
- At the time of the reminder the phone alerts you with a beep.
- The phone can alert you with an early alarm about a reminder, up to 60 minutes prior to the reminder.

Viewing, Adding, Editing, and Removing Reminders

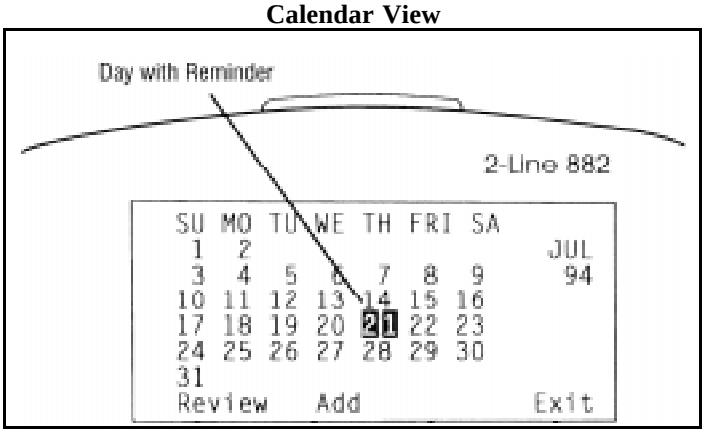
You can view reminders for a specific day by pressing the ***Remind*** soft key. You can then Add and Review reminders from the Calendar View.

Viewing a Day's Reminders

1 Press the soft key below ***Remind*** on the Main Menu. The current month appears on the display.

Use ◀ ▶ to view earlier and later months.

Calendar View



2 The days with reminders are in reverse video.

2 Use ▲▼ to move the cursor to the day you want.

3 Press **SELECT**.

4 Press ***Exit*** when done.

Calendar/Reminder

Entering Reminders

1. Press **MENU**.
2. Press the soft key below ***Remind***.
   The Calendar View appears.
3. Press the soft key below ***Add***. The "New Reminder" display appears.
4. Highlight the type of reminder you want to create, then press the soft key below ***Add***.
5. Type the time, then press **ENTER** or ▼
6. Type the date, then press **ENTER** or ▼

   Weekly Reminders:
   Use ▲▼ to highlight the day, then press **SELECT**.
   S*elect as many days as you want the reminder to occur.*
7. Use the alpha keypad to enter any notes.
   To enter punctuation marks hold down the **ALT** *key and type the punctuation mark you want.*
   Press **ENTER**.
8. Type the number of minutes, up to 60, if you want an additional early reminder.
9. To change any information you entered, use ▲▼ to get to the correct line and use ◀ and ▶ to get around on the line. Edit your information.
10. Choose one of the actions at the bottom of the display.

Done	You are finished. Return to Calendar View.
Cancel	You do not want to save the information.
Back	You want to enter another reminder and repeat steps 4-8.
Exit	You want to save the reminder and quit.

Viewing Reminders

1. Press **MENU**.
2. Press the soft key below ***Remind***.
3. Press the soft key below ***Review***.
4. Use ▼ to highlight the type.
5. Press **SELECT**.
6. Use ◀ ▶ to view the next or previous reminder.

> **NOTE:** When you view a reminder type you can go back to the Calendar View, edit or remove the current reminder by pressing the soft key below that option.

Removing a Reminder

- Press the soft key below ***Remove***.

Editing a Reminder

- Press the soft key below ***Edit***.

Buttons You Use to Edit

Buttons	What they do
▲▼	Moves the blinking cursor from item to item.
◀ ▶	Moves the blinking cursor left or right on a line.
←	Delete a character.

Call Identification

Page

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40 Incoming Call Messages

40 Incoming Call Log (InLog)

40 Reviewing InLog

41 Making a Call from InLog

41 Removing a Call from InLog

SECTION

5

This section describes how to use the Call Identification features. These features operate in combination with CLASS Call Identification Service offered by your local telephone company. The 882 stores the information it receives from your local telephone company in the Incoming Call Log. (InLog)

Call Identification Features at a Glance

- Reviewing Incoming Call Messages.
- Making a call from InLog.
- Removing a call from InLog.
- Visual Message Waiting.

NOTE: In some areas Call Identification is known as Caller ID.

Call Identification

Overview

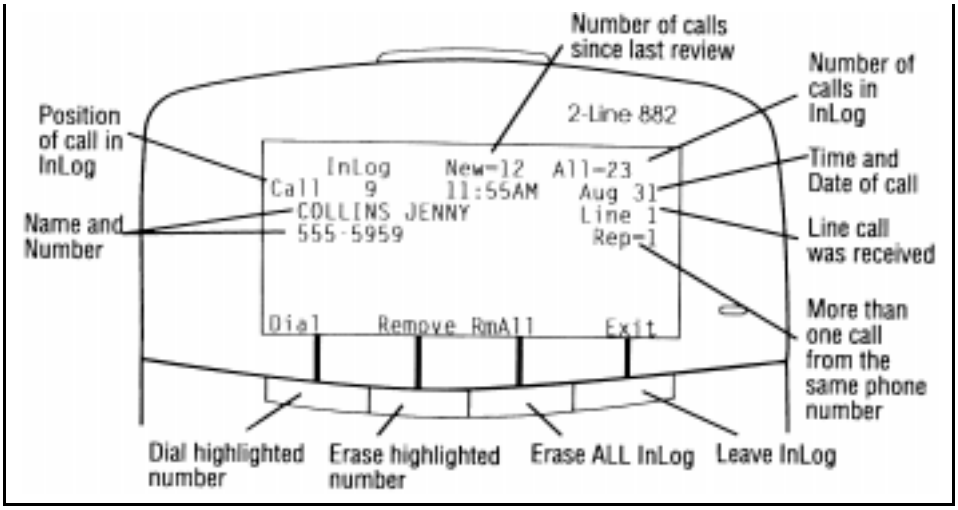
If you subscribe to Call Identification Service from your local telephone company, your 882 makes using this service more convenient. For the Caller ID functions of this phone to work properly, both you and your caller must be in areas where Call Identification services are available, and the local telephone companies must be using compatible equipment.

The 882 stores incoming call information in an **In**coming Call **Log** (InLog), which you can access from the Main Menu and from other displays when you press the soft key below ***InLog***.

The Incoming Call Log display shows:

- the order of the call in the Incoming Call Log.
- time and date the call was received.
- name (if available).
- line on which the call was received.
- phone number.
- number of times (9 maximum) you were called from the originating number.

Sample Incoming Call Log


Number of calls since last review
Number of calls in InLog
Position of call in InLog
2-Line 882
InLog New=12 All=23
Call 9 11:55AM Aug 31
COLLINS JENNY Line 1
555-5959 Rep=1
Time and Date of call
Name and Number
Line call was received
Dial Remove RmAll Exit
More than one call from the same phone number
Dial highlighted number
Erase highlighted number
Erase ALL InLog
Leave InLog

5

Call Identification

Incoming Call Messages

Message	Meaning
OUT OF AREA	This message may appear for some long distance calls or calls originating from an area not covered by Call Identification Service. This message may also appear if the caller's local telephone company uses equipment incompatible with that of your local telephone company.
PRIVATE	The phone number or name not available at the caller's request.
CALL ID ERROR	Incoming Call Identification was not complete.
Rep=3	When someone calls several times from the same phone number, the phone only keeps a record of the most recent call. The phone displays how many times the call was repeated (up to nine times).
Call 5	Position of the call in the Incoming Call Log.

Incoming Call Log (InLog)

The Incoming Call Log stores information for up to 64 phone calls. You must subscribe to this service for both lines to receive Incoming Call information about both lines. The most recent call is call #1. For example, if there are 5 calls in memory, call #1 is the most recent call and call #5 is the oldest. If the memory is full, the oldest call is deleted to make room for the new incoming call.

5

Reviewing InLog

When you begin to review the Incoming Call Log, the most recent calls appear on the display.
The ◀▶ and ▲▼ buttons are used to move back or forward, one display at a time, to scan the call log.

Reviewing InLog

1. Press the soft key below ***InLog.***
2. Use ▶ to review InLog.
3. Press the soft key below ***Exit*** when you are done.

Call Identification

Making a Call from InLog

When you review the Incoming Call Log, you can dial any number that appears on the display. If the phone number is out of your area code, the phone will automatically dial a "1" before dialing the phone number. You can also use the dial pad to dial while you look at the InLog number.

Making a Call

1. Press the soft key below ***InLog.***
2. Use ▼▲ until the number you want to dial is highlighted.
3. Press the soft key below ***Dial.***

Using ADial when Making an InLog Call

1. Do not lift the handset or press **SPEAKER**.
2. Press the soft key below ***InLog***.
3. Once the number is highlighted, press the soft key below ***Dial***. The label changes to *ADial.*
4. Press the soft key below ***ADial***.

Removing a Call from InLog

There are two ways you can remove calls from the Incoming Call Log. You can remove a specific call while reviewing the log, or you can erase the entire InLog.

Removing a Call

1. Press the soft key below ***InLog.***
2. Use ▼▲ until the number you want is highlighted.
3. Press the soft key below ***Remove*** when you are done.
   If confirmation is ON you will see "Press YES to remove". Press the soft key below YES to confirm removal.

Removing Entire InLog

1. Press the soft key below ***InLog.***
2. Press the soft key below ***RmAll.***
   You will be asked to press "Yes" to confirm removal.

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Enter Home Phone Numbers
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Appendices

Customizing This Phone

You can customize the features of the 882 phone at any time, or you can leave the settings already entered.

You reach the display to customize this phone from the Set-Up menu.

Opening the Set-Up Menu

1 Press **Menu**. Main Menu appears.
2 Press the soft key below ***SetUp***.

Set Clock

The reminder features will not work unless the clock is set.

1 **SELECT** "Set Clock".
2 Enter the time, then **A** for AM or **P** for PM.
3 Press ▼.
4 Enter the current date.
5 Press ▼.
6 When you are done, press ***Done.***

Memory Lock

When memory is Locked, access to information is restricted so that no one can change, delete, or add to your 882 memory without first entering a password.

1 Highlight "Memory is UNLOCKED".
2 Press **SELECT,** enter your password, then press ***Done*** to alternate between UNLOCKED and LOCKED.
3 Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

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Appendices

Change Password

Choose a password you can remember easily, but not something that can be guessed by others. The default password is 1234. The password can be up to 24 characters, letters or numbers.

1. Press **MENU**.
2. Highlight "Change Password"
3. Press **SELECT**. You may be asked to type your old password.
4. Type your new password and press **ENTER** or . ▼

Rename Directory

See page 27 for steps to rename a directory.

Enter Home Phone Numbers

When you enter your home phone numbers, they appear on the display after you press **SPEAKER**, or lift the handset. If you subscribe to Call Identification service, your area code must be entered.

1. Highlight "Enter Home Phone Numbers".
2. Press **SELECT**.
3. Enter your 3 digit area code, then press . ▼
4. Enter the phone number for Line 1, then press . ▼
5. Enter the phone number for Line 2, then press . ▼
6. Press ***Done***.

6

Caller ID

If ON and you subscribe to Call Identification Services, the information will appear on the display. If you do not subscribe to Caller ID, you may want to turn this OFF.

1. Highlight "Caller ID".
2. Press **SELECT** to alternate between ON and OFF.
3. Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

Button Tone

If ON, a tone sounds every time a button is pressed.

1 Highlight "Button Tone".

2 Press **SELECT** to alternate between ON and OFF.

3 Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

Removal Confirm

If ON, prevents accidental erasure of information. When you remove information an extra display appears requiring you to press a YES or NO soft key.

When removal confirmation is OFF, removal confirmation is only required to confirm a removal of a directory or to remove all of the Incoming Call Log.

1 Highlight "Removal confirm".

2 Press **SELECT** to alternate between ON and OFF.

3 Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

Preferred Line

The preferred line is the line selected when both lines are free. If you do not change this setting, the preferred line will be the line connected to Line 1 on the back of the phone.

1 Highlight "Preferred Line".

2 Press **SELECT** to alternate between Line 1 and Line 2.

3 Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

Appendices

Line Choice

You can control line selection by choosing Automatic or Manual. If you select Manual, the line button of the non-preferred line has to be pressed to use that line. The installed setting is Automatic. If you have only one phone number, make the line choice Manual.

1 Highlight "Line Choice is".

2 Press **SELECT** to alternate between AUTOMATIC and MANUAL.

3 Press ▼ to move to next item or press the soft key below ***Exit*** when you are done changing all settings.

In Case of Difficulty

Problem	Solution
Display Screen Remains Blank	> Check the contrast control switch to make sure the contrast is not set too low for the room lighting. See page 23. > Check AC power connection.
No AC Power	The phone **will not** work if there is no AC power.
No Dial Tone	> Check that both lines are not on HOLD. > Check that the line cord and the coiled handset cord are connected properly at both ends. > Check for AC power. Is the display on? If not, try another AC plug. > Unplug the phone and connect it to another working modular jack. Plug in AC power. If it still does not work, and other phones in your home are working the problem may be with this phone. Call 1-800-722-9125.
Call Cannot Be Dialed, Or Is Dialed Slowly	See page 4 to reset the DIAL MODE switch. If you have rotary dialing service, you cannot dial phone numbers with the switch set to TT (tone). Set the switch to DP (rotary), then hang up and dial again.
Difficulty Entering Phone Numbers In Memory	Review pages 25-32 to make sure you are storing the number correctly.
Phone Does Not Work	Check the AC connections between the phone and the electrical outlet.
Call ID - Local Long Distance	The telephone will not add "1" and the local area code to local long distance numbers. You may not be able to dial these numbers from InLog.
"No Line" Appears in Display	> Check that the line cord is connected properly at both ends. > Unplug the phone and connect it to another working modular jack. Plug in AC power. If it still does not work, and other phones in your home are working the problem may be with this phone. Call 1-800-722-9125. > Try another phone in this phone jack. If it doesn't work, there may be a problem with the phone line.
Numbers in a Directory that Contain a FLASH Cannot be Dialed	Enter a "P" after the FLASH in the phone number.

In Case of Difficulty

Problem	Solution
No Call Information Received	Check all line cord connections at both the wall and phone. Call Identification is a subscription service. Non-subscribers to this service cannot receive call information. You must subscribe to the service on both lines to get the service on both lines. The phone receives call information between the first and second ring. If the caller hangs up or you answer before the second ring, the phone may not receive Call Identification information. If you have Call Forward Service and you forward your calls, the phone does not receive call information. Those calls are forwarded before completing the second ring.
Telephone Does Not Ring	Make sure the RINGER volume is ON. If there are several other phones on the same line, try disconnecting some of the other phones. Having too many phones connected can create problems, such as low ringer volume or impaired sound quality during calls.
You are connected to a caller but cannot hear or speak to them.	Check that MUTE and HOLD are not ON.
Automatic Line Choice is not working properly. **OR** **Line In Use lights not working properly.**	You may need to initialize the phone lines. Follow steps below. **Line 1** 1. Press Line 1, then SPEAKER. 2. Press Line 1, then SPEAKER. 3. Press Line 1, then SPEAKER. **Line 2** 1. Press Line 2, then SPEAKER. 2. Press Line 2, then SPEAKER. 3. Press Line 2, then SPEAKER.

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Maintenance Information

Although this telephone is designed to be maintenance-free, it contains sensitive electronic parts. Treat it with care to ensure best performance.

Avoid Rough Treatment

Avoid dropping the handset, and replace it gently on the telephone after use. The original packaging should be used for protection if you must ship the telephone.

Cleaning

The hard plastic case of this telephone has a durable finish that should retain its original luster for many years. Clean exposed parts with a soft, slightly damp cloth. To remove stains, use a mild soap. Never use detergents, excess water, treated cloths, harsh cleaning agents or sprays.

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